MANAGING GAP HOURS COMP ELIGIBILITY

INTRODUCTION

Following the establishment of the Gap Hours policy in 2009, agencies have the choice to provide compensatory time for Gap Hours for their Subject-FLSA employees instead of retaining the immediate pay behavior. Infotype 9017 – Gap Hours Comp Eligibility, a record on the Position, holds the setting that triggers the comp'ing of Gap Hours and how long the comp'ed hours will be held before paying out, if unused. HR Master Data Maintainers and OM Position Maintainers will be able to perform the steps of adding Gap Hours eligibility to a Position or ending the eligibility if necessary.

STEPS TO ADD GAP HOURS COMP ELIGIBILITY TO A POSITION

1. Start transaction **PO13**.

2. Enter a **position number** and press or click **Enter**.

3. Scroll down in the list of infotypes until you find **Gap Hrs Comp Eligibility**.

4. Select that row and click the **Create** button on the menu bar.

5. Change the **Validity date** to the effective date of the comp'ing behavior for Gap hours. The **to** date can be left at the default value of 12/31/9999.

6. Change the **Comp Aging Limit value** from 365 to a lesser value, if appropriate.

7. Click the **Save** button 🖫 to save the record.

STEPS TO END GAP HOURS COMP ELIGIBILITY FOR A POSITION

1. Start transaction **PO13**.

Maintain Position

Object manager scenario: SZENPP01

Position
  Search Term
  Structure Search

Plan version	Current plan
Position	
Abbr.	

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E
Object	
Relationships	
Description	
Department/Staff	
Planned Compensation	
Vacancy	
Acct. Assignment Features	
Authorities/Resources	
Full Time Equivalent	
Employee Group/Subgroup	

Time period
○ Period
From 10/05/2009 to 12/31/9999
○ Today   ○ Current week
○ All   ○ Current month
○ From curr.date ○ Last week
○ To current date ○ Last month
                 ○ Current Year

Select.

2. Enter a position number and press or click **Enter**.

Maintain Position

Object manager scenario: SZENPP01

Position
  Search Term
  Structure Search

Plan version	Current plan
Position	60004826 ficial Court Reporter
Abbr.	112302350078

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E
Object	✔
Relationships	✔
Description	
Department/Staff	
Planned Compensation	
Vacancy	✔
Acct. Assignment Features	✔
Authorities/Resources	
Full Time Equivalent	✔
Employee Group/Subgroup	✔

Time period
○ Period
From 10/05/2009 to 12/31/9999
○ Today   ○ Current week
○ All   ○ Current month
○ From curr.date ○ Last week
○ To current date ○ Last month
                 ○ Current Year

Select.

3. Scroll down in the list of infotypes until you find **Gap Hrs Comp Eligibility**.

4. Select that row and click the **All** radio button in the Time Period section.

5. Click the **overview button** to see all 9017 records for the position.

6. Select the row of the record you want to delimit (change the end date).

   NOTE: Pay attention to the dates on each record listed. Select the record covering the period of time in which you want to end the comp'ing behavior.

7. Click the **change infotype** button on the menu bar.

8. Change the **to** date to the last date on which the comp'ing behavior should apply to Gap Hours.

---

9. Click the **Save** button to save the record. The infotype record will be delimited as of the new end date.